



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF MENTAL HEALTH**

**VACANCY ANNOUNCEMENT**

<b>ANNOUNCEMENT NO:</b> MHA-10-27	<b>POSITION:</b> Claims Revenue Manager
<b>POSITION SERIES:</b> MS-301	<b>POSITION GRADE:</b> 13/14
<b>OPENING DATE:</b> 08/20/10	<b>CLOSING DATE:</b> 08/26/10
<b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b>	<b>SALARY RANGE:</b> MS-13: \$76,996 - \$107,794 Per Annum MS-14: \$88,545 - \$123,963 Per Annum
<b>WORKSITE:</b> 64 New York Avenue, N.E. Washington, D.C.	<b>TOUR OF DUTY:</b> 8:15am – 4:45pm Monday – Friday
<b>PROMOTION POTENTIAL:</b> MS-14, if selected at the MS-13 grade level.	<b>AREA OF CONSIDERATION:</b> MHA WIDE ONLY
<b>AGENCY:</b> MHA/Office of Administrative Services/Claims Operations	<b>NO. OF VACANCIES:</b> One (1)
<b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (MSS)	
<b>"AT WILL" EMPLOYMENT APPLIES TO THE MANAGEMENT SUPERVISORY SERVICES (MSS). ALL POSITIONS AND APPOINTMENTS IN THE MSS SERVE "AT THE PLEASURE OF THE APPOINTING AUTHORITY" AND MAY BE TERMINATED AT ANY TIME WITHOUT CAUSE.</b>	
<b>RESIDENCY REQUIREMENT:</b> A person applying for a position in the Career Service, Educational Service, Management Supervisory Service, a line attorney position in the Legal Service (Series 905), or an attorney position in the Excepted Service (Series 905) who is a bona fide District resident, AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.	
<b>BRIEF DESCRIPTION OF DUTIES:</b> The incumbent serves as a Claims Management Specialist in the Office of Administrative Services, Claims Operations (CO), Department of Mental Health (DMH). The incumbent of the position provides leadership and assist the CO Director in planning and directing activities of the Medicaid claims and billing functions related to the federal revenue reimbursement activities for DMH. Exercises initiative to assure that Medicaid claims billing services are responsive to vital functions of DMH's mental health provider network. Analyzes operational problems and implements new or modifies existing procedures to improve and enhance the activities related to revenue reimbursement service functions. Participates in regular meetings with DMH provider agencies to coordinate and resolve problems encountered in carrying out claims billing services for Medicaid reimbursement. Director in the ongoing setup of the claims billing and revenue reimbursement system, E-Cura. Provides the full range of supervisory responsibilities for staff.	
<b>QUALIFICATIONS REQUIREMENT:</b> Candidates must possess one (1) year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which is directly related to the position being filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position.	
<b>SELECTIVE PLACEMENT FACTOR(S):</b> NONE	

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors. Please describe specific incidents from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.

### RANKING FACTORS

1. Expert knowledge of and extensive experience in applying a wide range of DMH claims and billing processing activities in order to identify and resolve problems.
2. Expert knowledge of and extensive experience in applying a wide variety of provider reimbursement processes, rules and regulations particularly pertaining to Medicaid, Medicare, and third party insurance carriers such as BXBS, Aetna, HMOs, etc. in order to analyze problems and develop action plans related to claims and billing.
3. Knowledge of Microsoft Office Suite, including Word, Excel, PowerPoint, and Project to provide claims, management services.
4. Ability to perform the full range of supervisory duties, such as, identifying training needs, delegating authority, and monitoring performance of employee, conduct reviews, analyze and evaluate data, and prepare reports.
5. Excellent interpersonal, oral and written communication skills as required to provide advice, meet with program officials, and conduct reviews.

SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118 QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERANS PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000. SELECTION (S) FROM THIS VACANCY ANNOUNCEMENT PENDING CLEARANCE THROUGH PRIORITY PLACEMENT PROGRAMS. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS VACANCY ANNOUNCEMENT."

**WHERE TO APPLY:**

DEPARTMENT OF MENTAL HEALTH  
OFFICE OF HUMAN RESOURCES  
64 NEW YORK AVENUE, N.E., 5<sup>th</sup> Floor  
WASHINGTON, D.C. 20002  
ATTN: Cynthia Hawkins, (202) 673-3517  
FACSIMILE: (202) 673-4386

IN ACCORDANCE WITH THE D. C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D. C. CODE SECTION 1-2501 et seq. ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DEPARTMENT OF MENTAL HEALTH, DIVISION OF HUMAN RESOURCES.**

**DRUG-FREE WORKPLACE ACT OF 1988.** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing, no later than five days after conviction of or plea of guilty to a violation of any criminal drug statute occurring in the workplace."